



**November 2006**  
**FLSA: NON-EXEMPT**

## **EQUIPMENT SERVICES TECHNICIAN**

### **DEFINITION**

Under general supervision, performs safety inspections and repairs on all City vehicles and equipment; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel and may receive technical and functional direction from a Senior Equipment Mechanic. No supervision of staff is exercised.

### **CLASS CHARACTERISTICS**

This is a journey-level class that performs basic vehicle and equipment maintenance duties, including safety inspections for the proper functioning of City rolling stock. This class is distinguished from the Equipment Mechanic series in that the latter has specialized knowledge and skill and is capable of performing highly skilled maintenance and repair of rolling stock and associated power equipment and tools.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs safety inspections on all vehicles and equipment, including inspecting brakes, lighting systems, and emergency equipment on Fire and Police vehicles, and inspecting all aspects of vehicle mechanical systems for other vehicles and equipment.
- Performs routine repair and maintenance work on automobiles, trucks, and heavy automotive equipment, including changing and repairing tires, installing and servicing batteries, fueling, lubricating, and greasing vehicles and equipment, steam cleaning vehicles and equipment, and performing related maintenance duties.
- Performs inspections, maintenance, and repairs on all vehicle tires, including performing service calls on stranded vehicles, inspecting tires for wear and tear, repairing and replacing tires, maintaining a supply of tire inventory, and coordinating the disposal of worn or defective tires.
- Performs troubleshooting duties on cooling systems and diesel powered vehicles and equipment, including conducting nitrate, ph, and antifreeze tests on fire trucks, tankers, and all other diesel powered equipment.
- Participates in the general maintenance and cleaning of the automotive shop area.
- Participates with other mechanics in the performance of mechanical repairs, reports safety and other priority repair work to supervisor, and performs record keeping duties for all work completed.
- Constructs and customizes special tools for specific tasks, and retrofits parts and accessories on equipment as needed.

- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of basic vehicle and equipment maintenance, services and repair.
- Lubricating techniques and products, including their grades and usage.
- Specifications and application of engine and transmission lubricants.
- Specifications of tires and tire grades for specific vehicles.
- Safety regulations for legal tire tread wear allowance.
- Proper handling and disposal of hazardous materials
- Safe work methods and safety practices pertaining to the work.
- Applicable codes and regulations.
- Basic record keeping principles and procedures.
- Shop arithmetic.
- Basic computer applications related to work, including inventory control and fleet record keeping.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

### **Ability to:**

- Inspect, maintain, and repair vehicles and power driven equipment.
- Perform tire-changing duties, including repair and maintenance.
- Perform lifting and hoisting operations.
- Operate tools and equipment to perform the work.
- Construct and customize tools and parts for specialized tasks.
- Retrofit vehicles and equipment.
- Perform simple record keeping duties.
- Learn to service automotive and heavy equipment according to City procedures.
- Read and interpret instruction manuals and diagrams.
- Practice safe work habits.
- Maintain clear and accurate records.
- Make accurate arithmetic calculations.
- Organize own work, set priorities and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

### **Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and one (1) year of experience servicing and maintaining automotive and other equipment.

### **License:**

- Valid California class C driver's license with satisfactory driving record.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard shop setting and use and operate a variety of tools, power tools, equipment and machinery; to operate a motor vehicle and drive on surface streets; to identify mechanical issues, to identify and locate parts and repair tools/equipment, to inspect, analyze and diagnose problems with automobiles, trucks, and a variety of gasoline and diesel powered maintenance and construction equipment; strength, stamina and mobility to perform medium to heavy physical work; vision to read printed materials and a computer screen; color vision to read various dials, gauges and identify color-coded cables and wires; and hearing and speech to communicate in person and over the telephone. The job involves walking and working on slippery or uneven surfaces. Positions in this classification bend, stoop, kneel, reach and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

### **ENVIRONMENTAL ELEMENTS**

Employees primarily work in the centralized maintenance shop and are exposed to loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and/or electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and/or moving parts, and moving objects or other vehicles. Employees may interact with upset staff when trying to diagnose and/or resolve an equipment related problem.

### **WORKING CONDITIONS**

May be required to work on evenings, weekends and holidays. Participates in after-hours emergency response and on-call and callback assignments.